

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Human Resources Specialist IV
Functional Title:
Job Posting: L17035
Monthly Salary: \$3763.16
Salary Group: B20
Posting Date: 08/11/2017
Close Date: 08/25/2017
Section/Division: Benefits, Rptg & Employee Prgms Section/Human Resources & Staff Services Div
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One
Position #(s): 2028

Job Description:

Administers employee benefits programs for staff of the Texas Commission on Environmental Quality (TCEQ). Designs, develops, and evaluates, Benefits, Wellness & Employee Programs which includes researching, analyzing, and proposing programs and program enhancements designed to engage, and enrich employment for TCEQ employees. Solicits input from staff, to include developing surveys and analyzing survey data, holding focus groups and facilitating meetings, and related activities. Collaborates with other team members and HR functions on recruitment and retention strategies. Enters and audits data entries in the Online Personnel Action System (OPAS), and the Uniform Statewide Payroll/Personnel System (USPS); ensures that work is processed accurately, efficiently, and timely; provides technical assistance to staff. Processes Benefits Election forms, assists employees in completing forms, investigates and resolves employees' benefits discrepancies. Enters and audits employee personnel actions, deferred compensation and/or other deductions in USPS. Participates in the coordination and hosting of employee events to ensure successful execution. Processes Benefits Election forms, assists employees in completing forms, and investigates and resolves benefit problems. Enters employee insurance coverage information into PeopleSoft for updating in USPS, and enters deferred compensation and other deductions into USPS. Coordinates and conducts the first day new hire orientation for incoming personnel. Responds to insurance inquiries from employees, the Employees Retirement System (ERS), and insurance carriers, and provides assistance and guidance regarding benefits, eligibility rules, claims procedures, and coverage. Audits the daily insurance reports, including maintaining reconciliation systems to resolve coverage and payroll discrepancies between insurance carriers, ERS, USPS and TCEQ.

Military Occupational Specialty (MOS) Codes:

42A, 420A, PS, YN, 120X-RL, 10, 11, 12, 17, 018, HRM10, PERS, 0170, 3SOX1m and

Minimum Qualifications:

A bachelor's degree from an accredited college or university plus one year of full-time experience performing human resources management work.

OR A graduate degree in public administration, business administration, or human resources administration from an accredited college or university.

OR Five years of full-time experience performing human resources management work.

Preferred Requirements:

Experience developing and/or executing employee engagement strategies and/or employee enhancement programs.

Experience giving presentations.

Special Requirements:

Moving up to 30 pounds of paper.

Traveling up to 10% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

To Apply:

Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer